

REGISTER OF DEEDS

Statement of Purpose

The purpose of the Catawba County Register of Deeds is to be the custodian of and to file, index, record, preserve, and maintain all records of real estate, vital records, military discharges, and the certification of notary publics for the citizens of the County; to provide an expedient and public place with a department whose staff is friendly and courteous. A mutual working relationship with the various professionals and general public is viewed as a vital aspect of our daily routine. Therefore, we will strive to be knowledgeable in the statutes that govern this office, to be trained in the ever-changing technology, to have updated equipment and for such technology to be computer friendly on and offline.

Outcomes

1. Real Estate transactions are required by general statute to be recorded in the Register of Deeds Office to be valid. All documents received between 8:00 a.m. and 5:00 p.m. will be recorded before our day will end each customer's needs shall be met at the least expense possible to the citizens of Catawba County.
2. In order to provide a better understanding about the Register of Deeds Office a brochure will be created explaining the importance of the office, how the office is here to help the citizens. It will then be made available at various public buildings throughout the County.
3. The Register of Deeds issues marriage license and certified copies of such license, birth and death certificates. These request come by telephone, mail, and in person. 90% of these requests are responded to in the same day. The indexing of vital records will be available in a computer format at least back to 2000 by December 31, 2005.
4. The Register of Deed's website will be updated to correspond with the above mentioned brochure in a computer friendly layout, along with additional imaging back to 1993 to match the indexing that is already available. It will also provide future indexing (only) of vital records and at least back to 2000 by December 31, 2005.

Register of Deeds

Organization: 160050

	2003/04 Actual	2004/05 Current	2005/06 Requested	2005/06 Approved	Percent Change
Revenue					
Real Estate Excise	\$580,899	\$485,108	\$500,000	\$500,000	3%
Charges & Fees	875,991	812,740	813,000	813,000	0%
Miscellaneous	209,971	174,044	189,000	189,000	9%
General Fund	(1,174,563)	(863,411)	(852,002)	(860,502)	0%
Total	\$492,298	\$608,481	\$649,998	\$641,498	5%
Expenses					
Personal Services	\$432,958	\$525,144	\$492,858	\$492,858	-6%
Supplies & Operations	59,340	83,337	99,040	90,540	9%
Capital	0	0	58,100	58,100	0%
Total	\$492,298	\$608,481	\$649,998	\$641,498	5%
Employees					
Permanent	10.00	10.00	10.00	10.00	0%
Hourly	0.00	0.60	0.60	0.60	0%
Total	10.00	10.60	10.60	10.60	0%

Significant Changes:

Ten percent (10%) of the total revenues collected for Marriage Licenses, Recording of Legal Instruments, UCC Filing Fees, and Miscellaneous Revenues are recorded in the Register of Deeds Automation and Preservation Fund. The remaining 90% stays in the General Fund. This was effective January 1, 2002, when House Bill 1073 was approved by the General Assembly.